

# Self Service Time and Attendance (SSTA): Punch Timesheet: Reporting Regular Time

## Important Reminders:

- Regular time is defined as hours worked.
- If applicable, shift differential and weekend differential will be calculated automatically based on your work schedule.
- You can report time up to 42 days in advance by clicking on the **NEXT WEEK** link located above your timesheet and reporting leave in the appropriate row.
- You can adjust time up to 15 days in the past by clicking the **PREVIOUS WEEK** link located above your timesheet and reporting leave in the appropriate row. Use this feature to complete a **PRIOR PAY PERIOD ADJUSTMENT**.
- The deadline for time reporting is each Thursday at 5:00PM.
- If you need assistance with reporting regular time please contact the MassHR Employee Service Center or your agency Human Resources/Payroll Department.

Step	Action
1.	Click on the <b>Self Service</b> link.
2.	Click on the <b>Timesheet</b> link.
3.	Review your populated scheduled for each day of the week. Adjust your <b>IN, MEAL OUT, MEAL IN, and OUT</b> times as necessary. If you are an employee without a work schedule displayed on your timesheet, you will need to manually enter in your time for each day.
4.	If your timesheet is accurate, click on the <b>SUBMIT</b> button.
5.	The <b>SUBMIT CONFIRMATION</b> page will display. By clicking the <b>OK</b> button on this page, you are certifying your attendance record.
6.	Review your <b>REPORTED HOURS</b> and <b>SCHEDULED HOURS</b> information above your timesheet. If your reported hours are less than your scheduled hours, please review your timesheet for accuracy.

Step	Action
7.	Review the <b>REPORTED HOURS SUMMARY</b> table for accuracy.
8.	Click on the <b>SIGN OUT</b> link to log out of SSTA.
9.	If you have questions regarding how to report your time, or policy related questions, please contact your agency human resources/payroll department. For assistance with time reporting, please contact the MassHR Employee Services Center.